



DEPARTMENT OF THE ARMY
Military Traffic Management Command
Deployment Support Command
Fort Eustis, VA 23604-5339

REPLY TO
ATTENTION OF:

MTDC-IMT-R (100)

31 January 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Revised DD Form 1610 Travel Order Standard Operating Procedures (SOP)

1. **PURPOSE:** To provide procedures for DD Form 1610, Automated TDY Travel Order, electronic routing and signature.
2. **APPLICABILITY:** These procedures apply to all Directorate/Staff Offices and individual users of the DD Form 1610, Travel Order at HQ DSC, Fort Eustis and subordinate units.
3. **GENERAL RESPONSIBILITIES and PROCEDURES.** The detailed project plan for the implementation of Electronic TDY orders at DSC's subcommands is at enclosure (1). General Electronic TDY preparation instructions are provided on the revised DD Form 1610_T Memorandum Of Instruction (MOI) dated January 2001 at enclosure (2).

a. **Designated TDY Order Preparer:**

- (1) **Uses FormFlow DD Form 1610_T, Automated TDY Travel Order.**
- (2) **Fills-out** TDY form.
- (3) **Prepares** sequential routing in order of (1) Requesting Official, (2) Authorizing Official, (3) RM-Travel, (4) Traveler, and (5) Admin Officer.
- (3) **Updates** saved TDY Electronic Record to the TDY database.
- (4) **Sends** the record electronically via email to the "Requesting Official". **It is the Traveler's responsibility to ensure their TDY Order is processed.** If the order is not processed within a reasonable length of time, a phone call should be made to check the status.

b. **Requesting Official:**

- (1) **Opens** TDY Order from Microsoft Outlook.
- (2) **Reviews and Electronically Signs** the TDY form in block 17.
- (3) **Sends** the form electronically to the "Approving Official".

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c. **Approving Official:**

(1) **Reviews and Electronically Signs** TDY form in block 18.

(2) **Sends** the TDY form electronically to the mailbox [**RM-Travel**] (HQ MTMC mailbox for all automated TDY Travel Orders).

d. **MTMC Resource Management:**

(1) **Reviews** TDY orders, certifies funds and annotates Travel Order Number.

(2) Electronically signs TDY form in block 20.

(3) Electronically sends the TDY order back to the TDY traveler.

e. **TDY Traveler:**

(1) **Prints** out the TDY Order form.

(2) **Electronically Sends** the TDY Order to the appropriate Admin Officer. It is the traveler's responsibility to provide required copies to their office.

4. Point of contact for this action is Lori Weaver, MTMC DSC, 757-878-7493.

Encls

/s/
DENNIS VAN LANGEN
Deputy Chief of Staff
for Information Management

DISTRIBUTION:

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**DD1610 Electronic Signature Implementation Plan
for DSC Subordinate Commands**

The following is the proposed plan for the implementation of Electronic TDY orders at DSC's subordinate commands. Puerto Rico was selected as the first test site because of the smaller number of identified signers. Please note that dates are subject to change.

<u>Location</u>	<u>Date</u>
DSC, Ft. Eustis, VA	Complete July 2000 – combined with HQ Sep 2000
832nd Trans Bn, Puerto Rico	Complete December 2000
842nd Trans Bn, Ft. Monmouth, NJ	Projected completion 12 January 2001
954th Trans Co, Cape Canaveral	Projected completion 12 January 2001
596th Trans Gp, Beaumont, TX	Projected completion 19 January 2001
597th Trans Gp , Sunny Point, NC	Projected completion 19 January 2001
841st Trans Bn, Charleston, SC	Projected completion 26 January 2001
834th Trans Bn, Concord, CA	Projected completion 26 January 2001
833rd Trans Bn, Seattle, WA	Projected completion 2 February 2001
956th Trans Co, Elmendorf, AK	Projected completion 2 February 2001

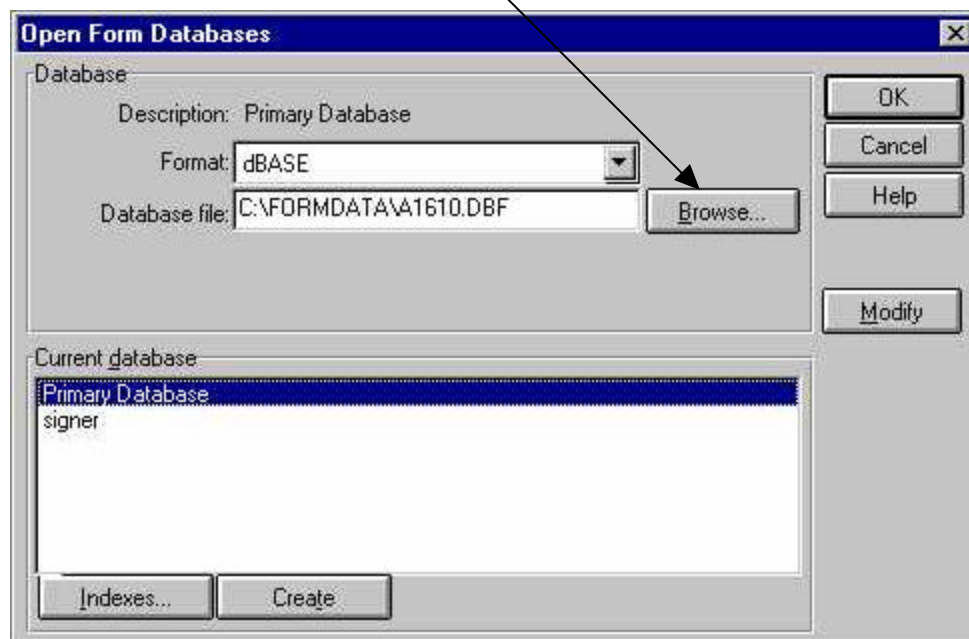
MEMORANDUM OF INSTRUCTION

SUBJECT: Revised Detailed Automated DD Form 1610-T User Instructions

1. To Prepare DD Form 1610_T (TDY Orders, Automated):

From the FormFlow Generic Menu:✎✎ **Select DD Forms**✎✎ **Then select [DD1610_T, TDY ORDERS, AUTOMATED]**✎✎ **From the menu, Click [Data] [Open Data]**✎✎ **At Database file: Click **Browse** to locate your TDY database file**

(The database files that you create with the forms are stored on the C: drive in the following path...C:\FORMDATA\)

✎✎ **After you have selected the file, click **OK** and **Ok** again.**

✎✎ **On the menu bar, Click [New].** A blank copy of the form appears ready for you to fill.

Type the TDY Traveler's Data in blocks 1-16 and the accounting data in block 18.

Click [Update] (Saves data to database file.)

2. **SENDING THE FORM.** Send the completed TDY form to the Appropriate Official.

✎✎Click [**File**], [**Send Form**] from the menu.

–OR–

✎✎Click [**Mail Envelope**] from the toolbar.

To expedite the automated TDY order process, **Change the Subject of the Form.** The subject is what will appear in the subject line of the recipient's Outlook Mail inbox.

✎✎Type [**Date leaving, Last Name**] (for example, **12 Jun, Smith**)

✎✎Click [**Address Button**] This addresses the form. The Microsoft Outlook address book appears.

✎✎Type [**First 3 or 4 letters of the Addressee's Last Name**]

(Typing the first 3 or 4 letters of the last name, the application automatically searches for these letters and stops on the first last name with these letters.)



✎✎Click [**Addressee's Name**] and then click the [**To**] button

NOTE: If the Name is not selected from the Address Book and the name typed is incorrect, the following error message will be displayed – “Unknown Recipient”. The Order Will Not Be Sent!

IT IS STRONGLY RECOMMENDED THAT THE ADDRESSEE'S NAME IS ALWAYS SELECTED FROM THE ADDRESS BOOK.

Select the names of the **Requesting Official** (if other than the originator), the **Approving Official**, and the mailbox **RM-Travel**, the e-mail address of the traveler and finally the e-mail address of the requesting office's admin officer.

The screenshot shows the 'Send Form' dialog box with the 'Compose' tab active. The 'Subject' field is filled with '4 July, Weaver'. The 'To:' field is empty, and the 'Recipients:' list contains four entries: 'DuBose, Rose' (highlighted), 'Van Langen, Dennis', 'RM-Travel', and 'Weaver, Lori'. To the right of the recipients list are buttons for 'Address...', 'Add', 'Modify', 'Remove', and 'Clear List'. Below the recipients list is a 'Notes:' text area. At the bottom of the dialog, there is a 'Data records' section with four radio buttons: 'Current' (selected), 'All', 'Selected', and 'None'. At the very bottom are 'OK', 'Cancel', and 'Help' buttons.

Type any comments in the [**Notes**] section and be sure that **Current** is selected under **Data records**.

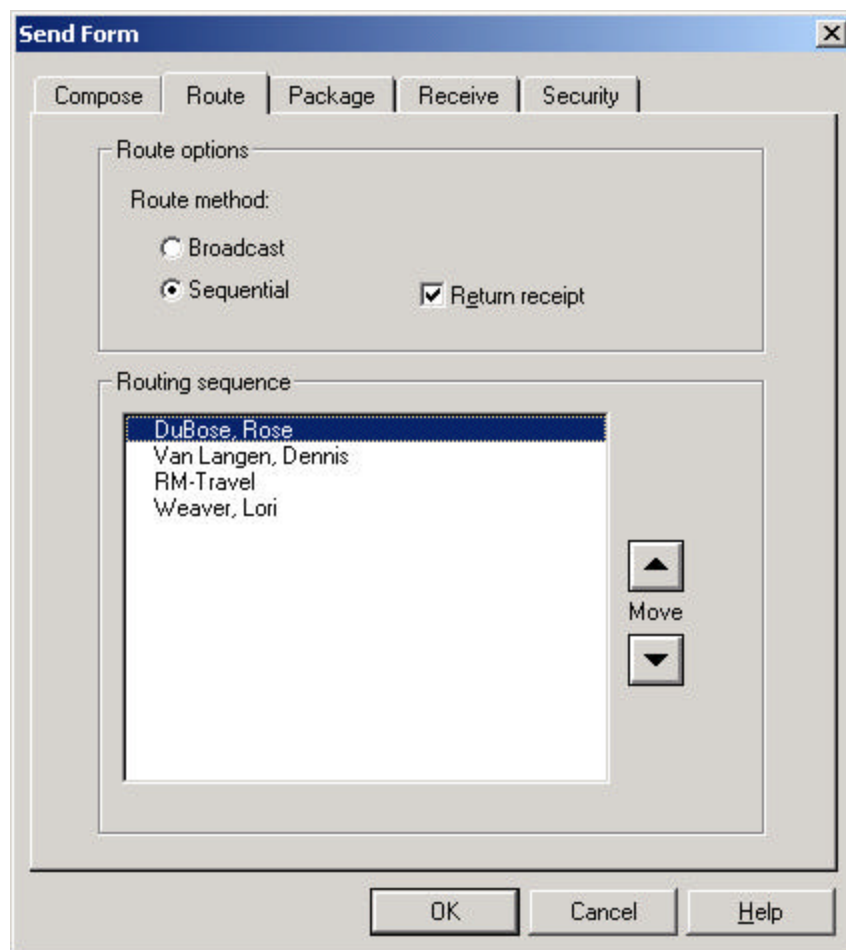
3. CREATE A SEQUENTIAL MAILING LIST

Click [**Route**] (the tab at the top of the Send Form Dialog)

Make sure “Sequential” is the option selected

Verify “Return Receipt” is selected. This will enable you to track your request.

Verify the routing sequence is as shown below (substituting the names of the appropriate officials).




 **Click [OK]** This sends the form.

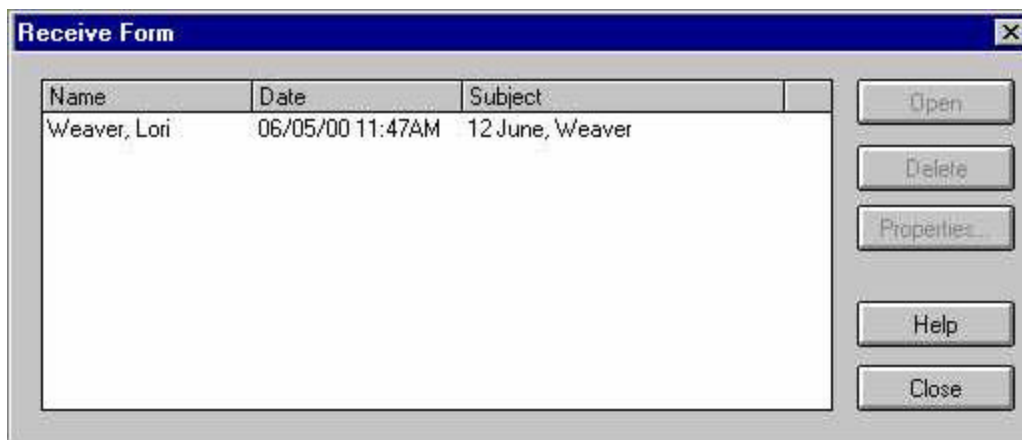
4. **RECEIVING FORMS.** There are two ways to receive a FormFlow package.

a. In FormFlow with the TDY form open:

 **Click [File]**

 **Click [Receive Form]** The receive Form dialog box appears and displays all the form packages in your **OUTLOOK** Inbox.

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Double click the form package to be opened. The form will open in your workspace.

b. **In Microsoft Outlook:**

Double click [Mail message]

Double click [Attachment]

You may get the following message when you open the form from Outlook “Cannot find some of the referenced files for this package. **Edit Location** **Ignore** **Cancel**”. Just click **Ignore** and the form will open correctly.

5. SIGNING FORMS.

a. **Tab** [To the appropriate Signature Block]

b. **Type** [Assigned **Passphrase**].

c. Enter your user name (provided by the system administrator). Enter the location and name of your security profile file (provided by the system administrator).

d. **Press [Enter]**. Your signature block with electronic signature should appear.

e. **Click [Update]**

(If invalid passphrase message pops up, ensure your **Caps Lock Key** is **OFF** and type the passphrase again. If you have forgotten your passphrase, contact the system administrator for a new generic passphrase.)

f. Send TDY Form to Next Recipient.

Click [File], [Send Package]

Verify that the recipient’s names are in the routing.

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Click [OK]

If you have did not previously click on UPDATE, the following message will pop up:
“The record has unsaved changes. Add or Update the current record?”

Click [Update]

6. Point of Contact for this action is Lori Weaver, MTDC-IMT, 757-878-7493.